



2023 Sustainable Materials Management Grant Application

The Idaho Department of Environmental Quality (DEQ) is accepting applications for funding to implement or enhance sustainable materials management projects in Idaho. DEQ is interested in projects from local governments and nonprofits across Idaho that implement, enhance, or support innovative recycling programs, develop markets for recyclables, or reduce food waste.

The US Environmental Protection Agency (EPA) defines sustainable materials management (SMM) as an approach to serving human needs by using/reusing resources most productively and sustainably throughout their life cycles, from the point of resource extraction through material disposal. This approach seeks to minimize the amount of materials involved and all the associated environmental impacts, as well as account for economic efficiency and social considerations.

More information on the EPA's Sustainable Materials Management Program is available here at www.epa.gov/smm/.

Funding Availability

DEQ will be making approximately \$90,300 available to support SMM projects through this solicitation.

Award Amounts

Funding requests may be made for any dollar amount up to the maximum funding availability of \$90,300. DEQ may offer partial awards to projects based on requests and funding availability. Recipients will be reimbursed for expenses by submitting quarterly invoices as described in the Other Information section below.

Submission Date

Proposals are due April 14, 2023, at 5:00 pm MST.

Grant Period

July 1, 2023, through November 1, 2024.

Eligibility

Local governments, solid waste districts, health districts, tribal governments and institutions, public and private schools, public and private universities and colleges, and nonprofit institutions.

Eligible Project Activities

DEQ is seeking projects that implement, enhance, or support innovative recycling programs, develop markets for recyclables, or reduce food waste. Applicant proposals must address one or more of the following sustainable material management strategic priorities:

1. **Built Environment** – Increase safe reuse, recycling, and disposal of industrial byproducts, building materials, and debris.
2. **Sustainable Food Management** – Increase diversion of food waste from the landfill and promote sustainability across the community.
3. **Sustainable Packaging** – Increase the quantity and quality of reused and recycled materials from municipal solid waste, develop of sufficient public and private sector collection and processing infrastructure and end markets, and promote the productive and sustainable use of materials across their entire life cycle.

These priorities are identified in EPA’s Sustainable Materials Management 2017-2022 Strategic Plan, which can be found at

https://19january2017snapshot.epa.gov/sites/production/files/2016-03/documents/smm_strategic_plan_october_2015.pdf

Projects that do not address one or more of these strategic priority areas will not be considered for funding.

Examples of projects that can be supported by this grant include:

- Equipment or infrastructure support to initiate or expand access for residential recycling in underserved communities.
- Equipment, supplies, and outreach material procurement aimed at increasing the recovery of recyclable building materials.
- Equipment procurement needed to increase recovery of consumable food items by extending shelf life or providing access through improved distribution networks.
- Increasing the value and providing market access for recoverable packaging waste, food waste, and/or construction and demolition waste.
- Producing reusable and marketable material out of waste packaging, construction and demolition materials, and/or food waste items.

Grant Evaluation Criteria

Eligible projects will be evaluated based on the scoring methodology detailed below. A total of 100 points are available for grant applicants.

1. **Outcomes Analysis:** Projects must estimate outcomes and describe methods for accurately reporting outcomes. DEQ is specifically seeking proposals that achieve measurable diversion or reduction in waste sent to the landfill during the grant period. **(40 points)**
 - a. **Estimated outcomes:** Proposals should estimate the amount of waste prevented, reused, or recycled.
 - i. **Absolute waste reduction:** Proposals will be scored for the amount of total food waste, packaging waste, and/or construction and demolition waste that is estimated to be reduced or diverted from the landfill over the lifetime of the project or for a maximum of 10 years, whichever period is shorter. A project which lasts for two years will only calculate the total waste reduction over that period. A project that is anticipated to last 15 years will only have waste reduction volumes calculated for the first ten years of the project. **(20 points)**
 - ii. **Financial efficiency of waste reduction:** Proposals will be scored on the basis of the amount of food waste, packaging waste, and/or construction and demolition waste reduced over the project lifetime (up to a maximum of ten years) compared to the amount of grant dollars requested in the proposal. **(15 points)**
 - iii. **Outcomes calculations:** Proposals should identify the methods that will be used to calculate actual outcomes from project tasks. **(5 points)**
2. **Financial/Program Sustainability:** Applicants should describe how the proposal will continue to have measurable impact after the end of the grant period. Documentation or description of future financial, community, technical or logistical support for continuation of project activities, infrastructure support, and ongoing maintenance and operations costs for equipment will be considered. **(20 points)**
3. **Targeting Barriers:** Projects should clearly describe how the project targets barriers to achieving higher recovery rates for packaging waste, construction and demolition waste, and food waste. **(10 points)**
4. **Budget:** A separate page detailing the project budget shall be included in the grant application. Budgets will be evaluated on whether costs are realistic to implement the project and are clearly linked to project tasks. Budgets may include labor, travel, equipment, supplies, contract work, and direct and indirect costs. **(10 points)**
5. **Timeline:** The project must be implemented by November 1, 2024. A timeline of proposed outputs and outcomes must be included with the grant application. Proposals will be evaluated to determine if the timeline is reasonable to achieve project deliverables. **(5 points)**

6. **Past Performance:** Applicants shall demonstrate that they have successfully managed grants and projects of a similar size and purpose in prior years. **(5 points)**
7. **Programmatic Capability:** Applicants should describe the organization's experience and capacity to complete project tasks, including staff expertise and knowledge and other resources that will be utilized for the project. **(5 points)**
8. **Partnerships:** Applicants that can show meaningful partnerships with other agencies, municipalities, nonprofits, or other organizations that will assist them in producing outputs and achieving outcomes will receive favorable consideration. All potential partners must include a letter of support for the project detailing the tasks that they will accomplish. **(5 points)**

Other Information

Grant Application Format

- Grant narratives will be limited to ten pages, including the timeline and budget.
- Letters of support do not count toward the page maximum and must be included after the work plan, budget, and timeline.
- A cover page (provided below) and the required applicant information do not count towards the page maximum.
- Grant applicants must use 11pt Times New Roman or Arial fonts.
- Grant applications must have 1-inch or greater margins.

Match Documentation

The funding request can be for no more than \$90,300. The total project budget can exceed this amount, however matching funds are not required. If matching funds are available, they should be identified in the application. Projects will not be evaluated based on match contributions but rather on program financial sustainability.

Reimbursement For Expenses

Recipients will be required to sign a subaward agreement with DEQ and will be refunded for their expenditures by submitting an invoice(s). Documentation of expenditures with a brief summary of progress will be required for reimbursement. Unless otherwise communicated and agreed to with DEQ, invoices shall be submitted quarterly along with quarterly reports. Dates for quarterly invoices are listed in the "quarterly reports" section below.

Disallowable Expenses

Proposed expenditures using grant dollars (i.e., equipment exceeding \$5,000) must adhere to federal and state law. DEQ reserves the right to disallow requested expenses due to incompatibility with federal and state law.

Failure to Adhere to Subaward Conditions

DEQ reserves the right to withhold payout of grant funds if project tasks remain uncompleted by targets identified in the project timeline. Payout of grant funds for expenditures that exceed project deadlines will be at the discretion of DEQ.

Partial Awards

In appropriate circumstances, DEQ reserves the right to make partial awards to fund specific, discrete task items from one or more proposals.

Selection

Staff from DEQ and the Sustainable Materials Management Division in EPA Region 10 will review and score proposals based on the scoring criteria detailed above. Only those proposals addressing one or more of the three eligible project activities will be evaluated.

Reporting Requirements

Quarterly Reports

The awardee must submit quarterly reports describing progress made on the project. Any outputs and measurable outcomes from the start of the award and subsequent to previously submitted reports should be included. Due dates for quarterly reports are as follows:

- October 27, 2023
- January 26, 2024
- April 26, 2024
- July 26, 2024
- December 28, 2024 (final report)

Additionally, DEQ will work with the grant recipient to arrange for a status update call with the project officer one week prior to the submission of each quarterly report and invoice.

Minority-Owned Business Enterprise / Women-Owned Business Enterprise (MBE/WBE) Reporting

The awardee must submit annual MBE/WBE reports to DEQ annually by October 20 for the duration of this agreement. A final MBE/WBE report is due 60 days after project completion.

Final Report

The awardee will submit a final report detailing all project outputs and any outcomes that have resulted from project implementation.

- **Outputs:** The awardee will identify and describe grant outputs and tasks related to the implementation of the proposed project. These may include:
 - Partnerships established
 - Advertising and media materials published and distributed
 - Meetings conducted
 - Contractors hired
 - Materials purchased
 - Matching funds acquired
 - Architectural renderings completed
 - Site leases or purchases finalized
 - Supply chains established
 - Distribution networks established
- **Outcomes:** The awardee will identify and quantify outcomes achieved as a result of project implementation. These outcomes can include but are not limited to:
 - Pounds of solid waste prevented, reused, or diverted from landfill or another final disposal site

Applications must be US postmark-dated or received electronically no later than April 14, 2023, at 5 pm MDT to:

Idaho Department of Environmental Quality
Attn: Ben Jarvis
1410 N Hilton
Boise, ID 83706
Fax: (208) 373-0342
ben.jarvis@deq.idaho.gov

Proposed Application/Award Process Timeline

- January 9, 2023: Release of grant application
- April 14, 2023: Deadline for submission of grant application
- June 1, 2023: Final decision on grant awards and awardees notified by phone
- July 1, 2023: Grant agreement is executed and work begins
- November 1, 2024: Project deliverables accomplished
- December 28, 2024: Final invoices due to DEQ
- December 28, 2024: Final report due to DEQ

Applicant Information Cover Page

Organization Name: _____

Organization Mailing Address: _____

City: _____ State: _____ Zip: _____

Organization Email: _____

Federal Tax ID #: _____

Organization Unique Entity Identifier #: _____

Liability Insurance Policy #: _____ Expiration Date: _____

Workers Comp Policy #: _____ Expiration Date: _____

Project Manager

Contact Name: _____ Job Title: _____

Phone: _____ Email: _____

Signature Authority

Contact Name: _____ **Job Title:** _____

Address (if different than organization address): _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Application Overview

Descriptive Project Title: _____

Total Amount Requested: _____

Total Amount of Match Contributed (not required): _____

Total Project Cost: _____

Brief Overview (In 2-3 sentences provide an executive summary of your project.):